



CITY OF MOUNTAIN VIEW

A GUIDE FOR PROSPECTIVE CITY COUNCIL CANDIDATES

**GENERAL MUNICIPAL ELECTION
NOVEMBER 2, 2010**

OFFICE OF THE CITY CLERK



Office of the City Clerk • 500 Castro Street • Post Office Box 7540 • Mountain View, California 94039-7540
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May 10, 2010

Dear Prospective Candidate:

This Candidate Guide has been prepared to assist you in understanding some of the requirements relating to running for office for the November 2, 2010 election. A more comprehensive guide will be provided when you pick up your candidate's packet during the nomination period (July 12 through August 6, 2010).

We hope this information will prove useful as you plan for your candidacy. Please contact the City Clerk's Office at (650) 903-6304 should you have any questions or need additional information.

Sincerely,

Angelita M. Salvador
City Clerk

**CITY OF MOUNTAIN VIEW
General Municipal Election
November 2, 2010**

CANDIDATE GUIDE

INTRODUCTION

Information contained in this Candidate Guide is intended to assist residents who are considering running for the office of Member of City Council in the City of Mountain View in the General Municipal Election scheduled to be held on Tuesday, November 2, 2010. This Guide provides general information and does not have the force and effect of law, regulation or rule. The City Clerk is not providing legal advice; therefore, the Guide is not a substitute for legal counsel. In case of conflict, the law, regulation or rule will apply. While all effort has been made for accuracy of what is presented, this information is not intended to be all-inclusive; thus, section references have been provided so that persons may easily refer to the original text. Copies of the California Government Code and California Elections Code are available in the Mountain View Library. Electronic copies may also be viewed on the California Law web site at www.leginfo.ca.gov/calaw.html. Candidates should contact the City Clerk's Office at (650) 903-6304 for more detailed information.

The Office of the City Clerk is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

GENERAL INFORMATION

CITY OF MOUNTAIN VIEW MUNICIPAL ELECTIONS SCHEDULE

The City of Mountain View conducts municipal elections every two years to elect members of the City Council. These elections are held on the first Tuesday after the first Monday in November of even-numbered years. (*Elections Code Sec. 1000 and City Charter Sec. 1300*)

FUNCTIONS OF THE CITY CLERK AND THE SANTA CLARA COUNTY REGISTRAR OF VOTERS

The City of Mountain View contracts with the Santa Clara County Registrar of Voters to provide services to the City of Mountain View related to the General Municipal Election. The City Clerk is responsible for issuing and accepting nomination papers, publishing necessary legal notices, administering campaign disclosure filing requirements and reviewing ballot materials. The Santa Clara County Registrar of Voters verifies signatures on nomination papers and petitions, arranges for the printing and mailing of all necessary voter information and locates and staffs all the polling places. Additionally, the Santa Clara County Registrar of Voters is responsible on Election Day for counting the votes cast and conducting postelection activities such as canvassing the returns and certifying election results. The City Clerk is responsible on Election Day for informing the public of their voting places. The City Clerk is also responsible for issuing the certificate of election and administering the oath of office to the successful candidates.

COUNCIL SEATS OPEN

Three (3) Council offices for full terms (four years) commencing the first Council meeting in January 2011 are to be filled. Terms of Councilmembers Margaret Abe-Koga, Ronit Bryant and Jac Siegel expire December 31, 2010.

ELIGIBILITY AND QUALIFICATIONS OF CANDIDATES

Candidate must be a United States citizen 18 years of age or older, a resident of the City, a registered voter at the time nomination papers are issued and shall remain a resident and a qualified elector of the City of Mountain View throughout his/her candidacy. (*Gov. Code Sec. 34882, 36502, Elections Code Sec. 201 and City Charter Sec. 501*)

CITY COUNCIL MEETINGS

The Mountain View City Council regularly meets on the second and fourth Tuesday of the month. The Council may conduct Closed Sessions beginning as early as 4:30 p.m. prior to the 6:30 p.m. Regular Session. Special Meetings are also called, as necessary, by the Mayor.

COUNCILMEMBERS' COMPENSATION

Councilmembers receive \$500 per month. The Mayor receives an additional \$125 per month expense allowance.

MAYOR

Each year at the first meeting in January, the City Council selects the Mayor and Vice Mayor from among its members. The Mayor and Vice Mayor each serve a one-year term.

ASSUMING OFFICE

Elected Councilmembers shall take office the first Regular Meeting in January 2011, following the election of November 2, 2010. The Oath of Office will be administered by the City Clerk at the meeting of the City of Mountain View City Council at 6:30 p.m., Tuesday, January 4, 2011.

CANDIDATE'S CHECKLIST OF DOCUMENTS TO BE FILED

Listed below is a checklist of forms required to be filed for candidacy. It is the obligation of the candidate to ensure that he/she meets all filing requirements and deadlines. All candidates are urged to file the necessary papers as early as possible to correct any possible errors or insufficiencies in the forms. Additionally, the candidate must personally file all papers involved with his/her candidacy. Forms are to be filed in the Office of the City Clerk by 5:00 p.m., Friday, August 6, 2010, or 5:00 p.m., Wednesday, August 11, 2010, if an extended period applies. To save time, though it is not necessary, candidates are requested to call the City Clerk at (650) 903-6304 to schedule filing papers.

All forms will be provided to the prospective candidate when he/she picks up the candidate's packet.

Required Forms

To be completed and filed when nomination papers are issued:

- ☐ Verification of Residency Form.

To be filed together:

- ☐ Nomination papers, consisting of:
 - Official filing petition (requiring at least 20 valid signatures).
 - Affidavit of Circulator.
 - Declaration of Nominee.
 - Oath of Allegiance.

(Elections Code Sec. 10220, 10221, 10222)

- ☐ Ballot Designation Worksheet.
(Elections Code Sec. 13107.3)
- ☐ Completed Statement of Economic Interests (Form 700). *(Government Code Sec. 87201; not required if a Statement from the same jurisdiction has been filed within 60 days prior to filing a Declaration of Candidate pursuant to Government Code Sec. 87202)*
- ☐ Voluntary Campaign Expenditure Ceiling Statement Form. *(City of Mountain View Campaign Finance Ordinance)*

Optional Forms

- ☐ Candidate's Statement Form (*Elections Code Sec. 13307*).
- ☐ A check for \$500 for printing of Candidate's Statement, if one is submitted and **if candidate accepts** the Voluntary Limit Expenditure (VEL) (\$20,159), payable to the City of Mountain View. (*City of Mountain View Campaign Finance Ordinance*)
- ☐ A check for \$1,884 for printing of Candidate's Statement, if one is submitted and **if candidate does not accept** the VEL (\$20,159), payable to the City of Mountain View. (*City of Mountain View Campaign Finance Ordinance*)
- ☐ Code of Fair Campaign Practices.
- ☐ Candidate Information Request Form.
- ☐ Chinese Given Name/Preferred Transliteration Form.
- ☐ Request for Vietnamese Name Accents Form.
- ☐ Candidate, Committee and Treasurer Information Form.
- ☐ Council Packet Delivery Form.
- ☐ Candidate biographical information for dissemination to media and other members of the public when requested.

In addition to the official forms indicated above, all candidates will receive State of California Campaign Disclosure Manual 2 and necessary forms relating to campaign reporting obligations under the Political Reform Act. All candidates will be asked to sign a receipt indicating that they received the necessary papers at the time the nomination papers are issued.

FILING REQUIREMENTS—NOMINATION PAPERS

NOMINATION PERIOD

The nomination period begins Monday, July 12, 2010, and ends Friday, August 6, 2010 at 5:00 p.m. If an incumbent who is eligible to run does not file, the deadline will be extended to Wednesday, August 11, 2010 at 5:00 p.m.

VERIFICATION OF RESIDENCY FORM

City of Mountain View Ordinance requires that prior to the issuance of nomination papers, each candidate shall sign under penalty of perjury a verification of residency form to be provided by the City Clerk confirming that he/she is qualified as a resident and registered voter of the City to hold the elective office. The candidate may offer information, including, but not limited to, home ownership, rental or lease payments, mail service, driver's license, utility payments, etc., to confirm that he/she meets the residency requirements of the City Charter.

NOMINATION PAPER

What is the nomination paper?

The nomination paper is the official paper (petition) that voters use to nominate Council candidates for election.

Who may nominate and sign paper?

Not earlier than the 113th day (July 12, 2010), nor later than 5:00 p.m. on the 88th day (August 6, 2010) before a Municipal Election, the voters may nominate candidates for election by signing a nomination paper. (*Elections Code Sec. 10220*)

Only a person who is an eligible registered voter of the City of Mountain View at the time he/she signs the petition or paper is entitled to sign it. Each signer shall, at the time of signing the petition or paper, include his/her printed name and place of residence, giving the street and number, and if no street or number exists, then a designation of a place of residence which will enable the location to be readily ascertained. (P.O. Box not acceptable.) (*Elections Code Sec. 100 and 10221*)

All forms required for nomination and election to all municipal offices shall be furnished only by the City Clerk during regular business hours. At the time nomination papers are requested and issued, the City Clerk shall type in the name of the candidate for whom the papers are being issued. The forms shall be distributed without charge to all candidates applying for them. (*Elections Code Sec. 10227*)

How many signatures are required?

Each candidate shall be proposed by not less than 20 nor more than 30 voters, but only one candidate may be named in any one nomination paper. (*Elections Code Sec. 10220*)

Each seat on the governing body is a separate office. Therefore, a voter may sign up to three nomination papers because there are three offices open.

It is suggested that more than 20 voters sign the nomination paper. All signatures will be checked with the voter's original registration affidavit to verify registration.

Who may circulate paper?

Any person registered to vote at the election, and qualified to vote for the elective office of the City of Mountain View, may circulate a nomination paper. (*Elections Code Sec. 10220*)

A candidate may circulate and sign his/her own nomination paper. The circulator is required to indicate by affidavit the dates between which all signatures were obtained. (*Elections Code Sec. 104 and 10220*)

Nomination paper shall have annexed thereto an affidavit of the person who circulated it, stating that he/she saw written all the signatures appended thereto and knows that they are the signatures of the persons they purport to be. (*Elections Code Sec. 10222*)

What is required of the candidate?

Each nomination paper shall be accompanied by a verified statement of the candidate that he/she will accept the nomination and will also accept the office in the event of his/her election. (*Elections Code Sec. 10223*)

May nomination paper be withdrawn after it is filed?

Until the deadline for filing (August 6, 2010, 5:00 p.m.), but no later than then, the candidate may withdraw his/her nomination paper after it is filed with the City Clerk. (*Elections Code Sec. 10224*)

May nomination period be extended?

If nomination papers for an incumbent elective officer of the City are not filed by 5:00 p.m. on the 88th day before the election (August 6), the voters shall have until 5:00 p.m. on the 83rd day before the election (August 11) to nominate candidates OTHER THAN THE INCUMBENT (emphasis added) for such elective office. If this extended period occurs, a candidate may withdraw his/her nomination paper until the 83rd day before the election (August 11) during regular business hours. (*Elections Code Sec. 10225*)

What happens after nomination papers are filed?

Once the nomination documents have been submitted to the City Clerk, documents will be submitted to the County of Santa Clara Registrar of Voters for signature verification. Once the minimum requisite number of signatures has been verified, the verification process ceases. The City Clerk will notify the candidate of the verification results.

CANDIDATE'S BALLOT DESIGNATION

A ballot designation is a brief description, generally no more than three (3) words, that candidates provide to describe their prime occupation in the preceding 12 months.

Acceptable Ballot Designation

Elections Code Sec. 13107 provides that immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

1. Words designating the elective city, county, district, state or federal office which the candidate holds at the time of filing the nomination papers to which he or she was elected by a vote of the people.
2. The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the nomination papers and was elected to that office by a vote of the people.
3. No more than three words designating the current principal professions, vocations or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination papers. For purposes of this section, all California geographical names shall be considered to be one word.
4. The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the

same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

Unacceptable Ballot Designation

No election official shall accept a designation which:

1. Would mislead the voters.
2. Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous or eminent.
3. Abbreviates the word "retired" or places it following any word or words, which it modifies.
4. Uses the word or prefix, such as "former" or "ex," which means a prior status. The only exception is the use of the word "retired."
5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious or ethnic group.
7. Refers to any activity prohibited by law.

Ballot Designation Worksheet

Elections Code Sec. 13107.3 requires that each candidate who submits a ballot designation shall file a ballot designation worksheet on a form provided by the City Clerk that supports the use of that ballot designation by the candidate at the same time that the candidate files his or her declaration of candidacy.

If the City Clerk finds the ballot designation (submitted by the candidate) violates any of the restrictions set forth in this section, the City Clerk will notify the candidate by phone, registered or certified mail, addressed to the mailing address appearing on the candidate's ballot designation worksheet.

NOTE: In the event the candidate fails to file a ballot designation worksheet, no designation shall appear under the candidate's name.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate may prepare a Candidate's Statement of Qualifications on a form provided by the City Clerk, if he/she so desires, to be printed in the Voter Information Pamphlet (Sample Ballot) and must be filed with the nomination paper. (*Elections Code Sec. 13307*)

Content

The statement may contain the candidate's name, age and occupation and a brief description, of no more than 200 words, of the candidate's education and qualifications as expressed by the candidate. (*Elections Code Sec. 13307*)

Restrictions

The statement shall not include the party affiliation of the candidate nor membership or activity in any partisan political organizations. (*Elections Code Sec. 13307*)

The use of jargon, colloquialisms, slang or other such expressions is **strongly discouraged**. Phrases such as "monster home" and "Where's the beef?" are difficult to translate appropriately into other languages, and the meanings are often misinterpreted or lost. For example, "monster home," a local term for a home that is much larger than the other homes in the neighborhood, may be incorrectly translated as "home of monsters." Candidates are encouraged to keep the translation process in mind when developing their statements and to use unambiguous and straightforward vocabulary.

Withdrawal

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination (August 9 or August 12, if applicable). (*Elections Code Sec. 13307(a)(3)*)

Confidentiality

The statements filed shall remain confidential until the expiration of the filing deadline. (*Elections Code Sec. 13311*)

Translations of Statements

The candidate statements will be translated in the Chinese, Spanish, Tagalog and Vietnamese languages and will appear in the "Voter Information" portion of the sample ballot.

Cost of Printing the Candidate Statement

Each candidate shall be required to pay for the cost of printing the candidate statement in English and translating and printing the candidate statement into Chinese, Spanish, Tagalog and Vietnamese. The estimated cost of printing a 200-word candidate statement for the November 2, 2010 election is \$1,884. A deposit in the amount of \$1,884 or \$500 will be required at the time the statement is filed. Pursuant to the City of Mountain View Campaign Finance Ordinance, a candidate who files a 200-word candidate's statement, **accepts** the VEL (\$20,159) and pays the first \$500 for the cost of publishing the candidate statement in the voter's pamphlet at the time he/she files nomination papers, will be eligible to have the City pay for the balance of the cost of the candidate statement, subject to certain limitations. If a candidate exceeds the VEL by no more than \$500, he/she shall repay 25 percent of the City's contribution toward the candidate statement. If a candidate exceeds the VEL by more than \$500, he/she shall repay the City's entire portion.

Elections Code Sec. 13309 provides the process for submitting a candidate statement if a candidate alleges to be indigent and unable to pay the requisite fee in advance.

Preparation of Candidate Statement—Format

The County Registrar of Voters specifies the format for preparing the candidate statement. This information will be included in the comprehensive candidate guide that will be distributed to the candidates when they pick up their nomination papers.

STATEMENT OF ECONOMIC INTERESTS—FORM 700

Every candidate for an office specified in Sec. 87200 (includes members of the City Council) shall file no later than the final filing date of the declaration of candidacy, a statement disclosing certain financial interests. This statement is separate from and does not include campaign finances. (*Government Code Sec. 87201*)

A candidate is required to report investments, interests in real property and business positions held on the date of filing the declaration of candidacy. In addition, a candidate must also report income (including loans, gifts and travel payments) received during the 12 months prior to the date of filing the declaration of candidacy.

All newly elected officers who are not incumbents must also file a Statement of Economic Interests (Form 700) within 30 days after assuming office.

Form 700 is not required if the candidate has filed either an assuming office statement or an annual Statement of Economic Interests for the same jurisdiction within 60 days prior to either filing nomination papers or assuming office. Incumbents reelected to the same office, or to an office within the same jurisdiction, need not file an assuming office statement if

there has not been a break in service. However, an incumbent must still file an annual statement by the annual due date, even if the statement as a candidate was recently filed.

For convenience, a Form 700 and instructions are available on-line via the Fair Political Practices Commission's (FPPC) web site at www.fppc.ca.gov by clicking on the "SEI Form 700" button to access the 2009-2010 Form 700. The form (Cover Page and Schedules) to be completed starts on Page 5. The form is interactive and may be completed on the computer; however, it cannot be filed electronically. Please print and sign the form, and file with the City Clerk for forwarding to the FPPC.

CODE OF FAIR CAMPAIGN PRACTICES

The California State Legislature has established a Code of Fair Campaign Practices and encourages each candidate for public office to subscribe to it. The purpose of the code is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions. Subscription to the code is voluntary. If the code is signed, it should be returned with the candidate's nomination papers.

CAMPAIGN FINANCING AND DISCLOSURE REQUIREMENTS

POLITICAL REFORM ACT OF 1974

All candidates for municipal offices, all local elected officeholders and all committees supporting or opposing State or local candidates or ballot measures are subject to the provisions of the State Political Reform Act of 1974 (Act), which went into effect January 1975. The statutory requirements of the Act are contained in Sections 81000 through 91015 of the California Government Code. Manuals, forms, information and assistance relating to campaign reporting obligations under the Act may be obtained from the City Clerk. You may also contact the Technical Assistance Division of the Fair Political Practices Commission (FPPC) at (866) 275-3772, or visit their web site at www.fppc.ca.gov.

The Act requires candidates to file campaign statements disclosing contributions received and expenditures made. Throughout the course of this municipal election, candidates will be required to file with the City Clerk various campaign disclosure forms. The FPPC has prepared an information manual, which will be made available to the candidate. A candidate should obtain the manual as early as possible in his/her campaign and make certain that the candidate, the committee treasurer and other personnel involved in the financial side of the campaign are fully aware of their responsibilities under the law. Reporting forms (and manuals for candidates who have not already obtained them) will be routinely issued to all candidates during the nomination period.

All statements filed are a matter of public record. They may be inspected at the City Clerk's Office by anyone, and copies may be purchased at ten cents (\$0.10) per page.

Candidates and committee treasurers should keep complete records and be prepared to submit supporting documents if such are required. Record-keeping instructions are included in the FPPC information manual.

Violations of the campaign disclosure law may result in criminal prosecution by the State Attorney General or the County District Attorney; or civil action by the FPPC, the District Attorney or a private citizen. Failure to file statements by the prescribed deadline can lead to late filing penalties of \$10 per day. A statement, which is mailed, is considered filed on the date of the postmark, if it is sent by first-class mail.

FAIR POLITICAL PRACTICES COMMISSION FORMS

Campaign disclosure forms filed by candidates early in their campaigns:

Form 410—Statement of Organization Recipient Committee

This form must be filed within 10 days of receiving \$1,000 in contributions. The date this form is postmarked is the date it is considered filed. This form may be filed earlier, prior to raising \$1,000, and then must be amended within 10 days of reaching the \$1,000 threshold to disclose the date qualified as a committee. The candidate committee name on Form 410 must include the candidate's last name, office sought and year of the election. Form 410 submitted to the Secretary of State (SOS) without this and other required information will be rejected. After Form 410 is filed, you will receive notification from the Secretary of State's Office of the identification number assigned to your campaign committee.

Personal funds used to pay a candidate's filing fee or a fee for the Candidate's Statement in the ballot pamphlet is NOT counted toward the \$1,000 threshold.

Candidates running for reelection must amend Form 410 to indicate current election if using prior committee.

File original and one copy with the Secretary of State's Office and one copy with the City Clerk.

Form 501—Candidate Intention Statement

Any individual who plans to be a candidate for local office and intends to solicit or receive campaign contributions for any purpose or who intends to spend funds for campaign purposes MUST file with the City Clerk a Candidate Intention Statement (Form 501) **before** soliciting or receiving any contributions (including loans) or expending any funds for the purpose of supporting or opposing any candidacy. This form is not required if the only expenditures will be from your personal funds used for filing fees and/or statement of qualifications in the voter's pamphlet.

A new Form 501 (check the "Initial" box) must be filed with the City Clerk for each election, even if the candidate is running for reelection.

NOTE: The Form 501 is considered filed the date it is postmarked or hand-delivered.

Form 470—Officeholder and Candidate Campaign Statement—Short Form

This form may be used if a candidate does not have a controlled committee and does not anticipate raising or spending \$1,000 or more in a calendar year. The form must be filed with the City Clerk no later than the deadline for the first required campaign disclosure statement. The form may be filed earlier.

A candidate who has filed a Form 470 and subsequently receives contributions (including monetary and nonmonetary contributions, loans and the candidate's personal funds) totaling \$1,000 or more or makes expenditures totaling \$1,000 or more, is required to file the Form 470 supplement or send written notification within 48 hours to: the Secretary of State, the City Clerk and to each opposing candidate by guaranteed overnight delivery, facsimile transmission or personal delivery. **Regular mail may not be used.**

Form 460—Recipient Committee Campaign Statement—Long Form

This form may be used by a candidate or officeholder whose committee has raised or spent or intends to raise or spend \$1,000 or more during a calendar year. The form must be filed with the City Clerk according to the applicable filing schedule.

CITY OF MOUNTAIN VIEW CAMPAIGN FINANCE ORDINANCE AND VOLUNTARY EXPENDITURE LIMIT PROGRAM

On April 25, 2006, the City Council adopted Ordinance No. 4-06 Amending Chapter 2, Article XII, Relating to Campaign Finance and the Voluntary Expenditure Limit Program. The ordinance provides as follows:

- That all candidates, officeholders and committees participating in local elections for City Council who file campaign disclosure reports under the Political Reform Act shall also file such reports with the City Clerk.
- That noncandidate groups, individuals and committees that participate in the City Council elections and are required to file campaign disclosure reports pursuant to State law shall also file such forms with the City Clerk.
- That campaign contribution disclosure threshold is set at \$100.
- That a cut-off date of seven (7) days (October 26) prior to the election is established for candidates to accept contributions, or 5:00 p.m. the Tuesday before the election. Candidate or Councilmember-elect can accept contributions beginning the Wednesday (November 3) after the election.

- That the filing of a Third Preelection Statement is required five (5) days (October 28) prior to the election, or 5:00 p.m. the Thursday before the election. For this reporting period, the candidate may choose to file the Mountain View Campaign Statement Form or the FPPC Form.
- That campaign disclosure reports submitted by each candidate or committee be posted on the City's web site within five (5) business days from the date of receipt of the reports.
- That a voluntary expenditure limit for each candidate for each election to City elective office was established in 2000 in the amount of Fifteen Thousand Dollars (\$15,000) in year 2000 dollars and provides an automatic adjustment of the expenditure ceiling at the rate of 3 percent per year to keep pace with the changes in the cost of living. Therefore, the voluntary expenditure limit for the November 2, 2010 election is increased to \$20,159. Each candidate is required to file, at the time of filing his/her nomination papers, a statement of acceptance or rejection of the voluntary expenditure ceiling.
- That the cost of the candidate statement, whether paid by the candidate or the City, and contributions returned by the candidate within 30 days of receipt do not count toward the VEL.
- That candidates who file a statement of acceptance of the VEL and pay the first \$500 for the cost of publishing the candidate statement in the voter's pamphlet will be eligible to have the City pay for the balance of the cost of the candidate statement subject to certain limitations
- That a penalty for violation of the VEL is established which requires the posting of a notice of violation on the City's web site and at the official posting board at City Hall and the publishing of the notice in a newspaper of general circulation.
- That a repayment to the City of the costs of the candidate's statement is required if a candidate exceeds the VEL. Repayment is due within 30 days of exceeding the limit.
 - a. Partial Repayment—Candidate repays the City 25 percent of the amount the City paid toward the candidate statement if he/she exceeds the VEL by no more than Five Hundred Dollars (\$500).
 - b. Full Repayment—Candidate repays the City the entire amount of the City contribution if he/she exceeds the VEL by more than Five Hundred Dollars (\$500).

- That a method of collection is established directing the City Auditor to deduct any delinquent amounts on a month-to-month basis until paid in full from any Councilmember-elect's City paycheck, and directing the City Clerk to not accept nomination papers for future election until any delinquency from a prior election is paid in full, including interest.

ADDITIONAL INFORMATION

PLACEMENT OF NAMES ON BALLOT

Elections Code Sec. 13112 provides for a randomized drawing of letters of the alphabet to determine the order in which the candidates' names are placed on the ballot. On the 82nd day before the election (August 12), at 11:00 a.m., the Secretary of State will conduct the drawing and report results to the City Clerk.

ELECTION SIGNS

When can signs be posted?

Political signs for the November 2, 2010 election may be posted on public property 75 days before the election, or August 19, 2010, and must be removed within 10 days following the election, or November 12, 2010. A list of designated public properties where signs may be posted will be provided to the candidates when they pick up nomination papers.

Size allowed

Signs shall not exceed sixteen (16) square feet in size. This does not apply to commercial billboards or advertising within buildings.

See the electronic copy of the Municipal Code, Chapter 3, Article III, Section 3.19, on the City's web site by checking either of these links:

http://www.mountainview.gov/city_hall/attorney/municipal.asp or

<http://library.municode.com/index.aspx?clientId=16508&stateId=5&stateName=California>
for additional information.

CITY OF MOUNTAIN VIEW
General Municipal Election
November 2, 2010

ELECTION CALENDAR

Council Seats Open:
Three (3) City Council Offices for Full Terms (Four Years)

| | |
|---|---|
| June 22 | <p><u>RESOLUTIONS:</u> City Council adopts resolutions designating when polls will open and close, ordering canvass of returns, requesting services of Registrar of Voters and requesting consolidation of November 2, 2010 election. (<i>Elections Code 10002, 10242, 10403</i>)</p> |
| Between June 28 and July 12 | <p><u>NOTICE OF ELECTION:</u> City Clerk to publish once, a notice of General Municipal Election, not earlier than the 127th nor later than the 113th day prior to election. (<i>Elections Code 12101, 12102 and Government Code 6061</i>)</p> |
| July 12 through August 6 (at 5:00 p.m.) | <p><u>NOMINATION PERIOD—FIRST AND LAST FILING DATES:</u> Voters may nominate candidates for election by signing a nomination paper not earlier than the 113th day nor later than 5:00 p.m. on the 88th day before a municipal election. Forms must be secured from the City Clerk and signed by at least 20 registered voters but not more than 30. Any person registered to vote at the election, and qualified to vote for the elective office of the City for which the nomination is made, may circulate a nomination paper. Any circulator, including the candidate, may also sign it. Last day to file nominations with the City Clerk is 5:00 p.m., August 6.</p> <p>A candidate may withdraw his/her nomination papers up to the deadline, August 6, no later than 5:00 p.m.</p> <p>(<i>Elections Code 10220, 10224, 10227, 10407</i>)</p> <p><i>See August 7 on this calendar regarding extended filing period.</i></p> |

CANDIDATE'S STATEMENT AND FEE: If candidate elects to do so, candidate's statement must be filed with the nomination paper and will remain confidential during the filing period. The statement may be withdrawn, but not altered, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. (*Elections Code 13307, 13311*)

Pursuant to the City of Mountain View Campaign Finance Ordinance, a candidate who files a candidate's statement, accepts the VEL (\$20,159) and pays the first \$500 for the cost of publishing the candidate statement in the voter's pamphlet at the time he/she files nomination papers, will be eligible to have the City pay for the balance of the cost of approximately \$1,384 of the estimated \$1,884 candidate statement fee for the November 2, 2010 General Municipal Election, subject to certain limitations. If a candidate exceeds the VEL by no more than \$500, he/she shall repay 25 percent of the City's contribution toward the candidate statement. If a candidate exceeds the VEL by more than \$500, he/she shall repay City's entire portion.

July 31
5:00 p.m.

CAMPAIGN DISCLOSURE STATEMENT DUE: Semiannual Statement—file with the City Clerk. Deadline for financial disclosure report for the period January 1, 2010 through June 30, 2010.

August 9
(or August 12, if
applicable)

WITHDRAWAL OF CANDIDATE'S STATEMENT: On or before 5:00 p.m. this date (the next working day after the close of the nomination period), candidates may withdraw, but not change, Candidate's Statements. (*Elections Code 13307(a)(3)*)

August 7
through
August 11

EXTENDED NOMINATION PERIOD: If an incumbent who is eligible to run fails to file papers by August 6, there will be a five-calendar-day extension during which any candidate, other than the incumbent, may file or withdraw from said office. (*Elections Code 10225, 10407*)

August 12

RANDOMIZED ALPHABET DRAWING: Secretary of State will conduct randomized alphabet drawing, which shall determine the order in which candidates' names will be placed on the ballot. (*Elections Code 13112*)

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| August 9 through August 20 (or August 12 through August 23, if applicable) | <u>PUBLIC EXAMINATION OF VOTER PAMPHLET MATERIALS (CANDIDATE'S STATEMENTS):</u> A copy of the voter's pamphlet material is to be made available for public review in the City Clerk's Office for 10 days prior to submitting the materials to the County Registrar of Voters for printing. Any person may obtain a copy of such materials. Any writ of mandate request shall be filed no later than the end of the 10-calendar-day public examination period. (<i>Elections Code 13313</i>) |
| September 23 through October 12 | <u>SAMPLE BALLOTS:</u> The Santa Clara Registrar of Voters shall mail sample ballots to each voter. (<i>Elections Code 13303</i>) |
| October 4 | <u>CAMPAIGN DISCLOSURE STATEMENT DUE: First Preelection Statement—</u> file with the City Clerk. Deadline for financial disclosure report for period of July 1, 2010 through September 30, 2010. |
| October 5 through October 11 | <u>POSTING OF CAMPAIGN FORMS ON-LINE:</u> The City Clerk shall post all campaign disclosure forms on the City's web site within five business days of the FPPC filing due date (October 4, 2010) as required by the City of Mountain View Campaign Finance Ordinance. |
| October 4 through October 26 | <u>APPLICATION FOR VOTE BY MAIL VOTER'S BALLOT:</u> Written application for vote by mail voter's ballot may be filed with the Registrar of Voters or the City Clerk between 29 and 7 days prior to the election. Forms may be obtained from the City Clerk or the Registrar of Voters. The Registrar of Voters shall determine that the signature and residence address on the application is the same as that on the original affidavit of registration. (<i>Elections Code 3001, 3009, 3302</i>) |
| October 17 through November 1 | <u>LATE CONTRIBUTIONS/INDEPENDENT EXPENDITURES:</u> File with the City Clerk. Sums over \$1,000 to/from a single source must be reported within 24 hours by fax, personal delivery or guaranteed overnight service. |
| October 18 | <u>VOTER REGISTRATION CLOSES:</u> Last day to register to vote for the November 2, 2010 election. (<i>Elections Code 2107</i>) |

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| October 21 | <u>CAMPAIGN DISCLOSURE STATEMENT DUE: Second Preelection Statement</u> —file with the City Clerk. Deadline for financial disclosure report for period of October 1, 2010 through October 16, 2010. |
| October 22 through October 28 | <u>POSTING OF CAMPAIGN FORMS ON-LINE:</u> The City Clerk shall post all campaign disclosure forms on the City's web site within five business days of the FPPC filing due date (October 21, 2010) as required by the City of Mountain View Campaign Finance Ordinance. |
| October 26 (at 5:00 p.m.) | <u>CUT-OFF DATE FOR CANDIDATES TO ACCEPT CAMPAIGN CONTRIBUTIONS (TUESDAY PRIOR TO ELECTION):</u> Last day for candidates to accept campaign contributions as required by the City of Mountain View Campaign Finance Ordinance. |
| | <u>LAST DAY TO REQUEST VOTE BY MAIL VOTER'S BALLOT:</u> Deadline to submit a request for a vote by mail ballot to be mailed to voter. |
| October 28 | <u>CAMPAIGN DISCLOSURE STATEMENT DUE (THURSDAY PRIOR TO ELECTION): Third Preelection Statement</u> as required by the City of Mountain View Campaign Finance Ordinance—file with the City Clerk. Deadline for financial disclosure report for period of October 17, 2010 through October 26, 2010. For this reporting period, candidates can choose to file the Mountain View campaign statement form, or the FPPC form, or develop their own form so long as it contains the required information such as the identity of the contributor, the amount of contribution and the date contribution was made. The City Clerk shall post all campaign disclosure forms for this period on the City's web site before the election. |
| November 2 | <u>ELECTION DAY:</u> Polls are open 7:00 a.m. to 8:00 p.m. (<i>Elections Code 10242, 10541, 14212</i>) |
| November 3 | <u>POSTELECTION CONTRIBUTIONS:</u> Successful and unsuccessful candidates can begin to accept contributions pursuant to the City of Mountain View Campaign Finance Ordinance. |

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| November 30 | <u>OFFICIAL CANVASS OF VOTES:</u> Deadline for the Registrar of Voters to certify election results. (<i>Elections Code 15301</i>) |
| Within five days after canvass | <u>RECOUNT OF VOTES:</u> Last day for any voter to file a request for recount of votes. (<i>Elections Code 15620</i>) |
| December 7 | <u>CERTIFICATE OF CANVASS OF RETURNS:</u> The City Clerk shall present to the City Council the record of the canvass of returns and upon acceptance, the Council shall adopt a resolution declaring the results of election. (<i>Elections Code 10262, 10263</i>) |
| January 4, 2011 | <u>ELECTION CERTIFICATES:</u> The City Clerk shall sign and deliver a certificate of election to newly elected officials. The City Clerk shall also administer to each person elected the oath of office prescribed in the State Constitution. (<i>Elections Code 10265, State Constitution Sec. 3, Article XX</i>) |
| January 4, 2011 | <u>CANDIDATES TAKE OFFICE:</u> Newly elected Councilmembers shall be seated and the Council shall elect one of its members as Mayor and one of its members as Vice Mayor. |
| January 31, 2011 | <u>CAMPAIGN DISCLOSURE STATEMENT DUE:</u> Semiannual Statement—file with the City Clerk. Deadline for financial disclosure report for period October 27, 2010 through December 31, 2010. |
| February 4, 2011 | <u>ASSUMING OFFICE STATEMENT—FORM 700:</u> Within 30 days after terms begin, newly elected Councilmembers must file a statement of economic interests showing investments, interests in real property, business positions held on the date of assuming the office, and income (including loans, gifts, and travel payments) received during the 12 months prior to assuming the office. |

IMPORTANT THINGS TO REMEMBER

1. BEFORE RAISING OR SPENDING ANY MONEY

File Form 501 (Candidate Intention Statement). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing Form 410—Statement of Organization with the Secretary of State.

2. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time.

3. KEEP GOOD RECORDS

Maintain details on contributions and expenditures of \$25 or more.

4. \$100 OR MORE IN CASH

Never accept or spend \$100 or more in cash.

5. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for campaign statement fee.

6. CONTRIBUTIONS OF \$100 OR MORE

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

7. REPORT LATE CONTRIBUTIONS

If \$1,000 or more is received from one contributor during the last 16 days (October 17 through November 1) before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

8. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

9. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative or governmental purposes.

10. RECORD RETENTION

Keep all records, including original source documents, for four years from the date of the campaign statement relating to the records filed. Documents that identify the names of the contributors that are affiliated entities may be kept for five years.

RESOURCE LIST

Provided below is a quick reference of telephone numbers and Internet addresses to assist you with questions you may have during your campaign:

Registrar of Voters, Santa Clara County

General Number: (408) 299-VOTE

Election Officers Division: (408) 299-POLL

Voter Services Division: (408) 299-8386 or 1-866-430-VOTE (8683)

Candidate and Public Services Division: (408) 299-8639

Vote By Mail Division: (408) 299-8640

www.sccvote.org

www.sccgov.org (County Connections)

Fair Political Practices Commission

Technical Assistance

(916) 322-5662 or

Toll-Free Help Line: (866) 275-3772

www.fppc.ca.gov

League of Women Voters/Smart Voter

(650) 941-4846

Find your representatives information on measures and candidates:

www.smartvoter.org/ca/scl

City of Mountain View

City Clerk

500 Castro Street

Mountain View, CA 94041

Telephone: (650) 903-6304

Fax: (650) 962-8504

www.mountainview.gov

Secretary of State

Elections Division: (916) 657-2166

Political Reform Division: (916) 653-6224

www.ss.ca.gov